

**Research and Evaluation
Meeting Notes
March 8, 2004**

Attendance

Ronald Harichandran, Tom Kellogg, Kris Mattila, John Staton, Gary Taylor, Mumtaz Usmen, Donald Cameron, Harry Wright, Candice Andre.

**Meeting
Overview**
(25 words or less)

The team developed an organized approach to the creation of the Michigan Transportation Research Council charter. A list of primary stakeholders in the transportation community was created. Team members will review example documents and the next meeting will focus on creating the Research Council charter.

Meeting Notes

1. A review of the February 13, 2004 meeting notes posed no comments or corrections.
2. Gary Taylor found that there is videoconferencing available at MDOT in the Upper Peninsula. The meeting would have to be held in the Lansing downtown MDOT complex. The video portion is sent through the internet, while the voice portion is sent through teleconferencing. There is no charge for this service. April 16, 2004 is open. We will have to reserve the room with Ebony as soon as possible.
3. Mumtaz Usmen has documents summarizing each state's best action of research and peer reviews for other states. Gary Taylor also has a summary document of steps in the peer reviews.
4. Gary Taylor is waiting on a response from MDOT about the initiative between the automotive and transportation industry.
5. The team is waiting on an answer from LTAP about research that has helped Michigan in the past.
6. Virginia does not have a document on how the Research Institute was implemented per Gary Taylor. There is a mission and a vision, but no framework on how the group was formed.
7. The Transportation Commission supports research through approving the budget, which includes research. The true research is approved by Research & Technology at MDOT.
8. Michigan Transportation Research Council will be the agreed name for the proposed council by this action team.
9. The team needs to remember to focus on "evaluation" and not just "research". Will have to make sure that "evaluation" is in the charter of the Michigan Transportation Research Council.
10. Review of Moderator's meeting:
 - There were 7 out of 9 teams represented at the Moderators meeting.
 - Each team spoke on their progress, action should be the main focus of the meetings per Kirk Steudel.
 - Teams should submit as much of a finished product as possible. If things are left at too general of a level, there may be too much work to accomplish it or it can be completely morphed into something different than what the team envisioned.
 - There is already an Asset Management Council for MI, and other similar state agencies closely related to the work of other action teams. There is no other state entity with the Research Council's mission.
 - There must be authority, funding, and champions to make the Action Team / Council work.
 - MDOT has shown support and receptiveness of the Action Teams' ideas.
 - The Coordination, Cooperation, & Connectivity Action Team requested a liaison from each Action Team – Mumtaz Usmen has volunteered. Kirk will create a worksheet to form a synthesis between the groups.
11. Identified preliminary stakeholders for Research Council (see

- attachment).
12. Discussed components of the Research Council charter: mission, vision, objectives, actions, potential members (come from stakeholder groups), by-laws, authority (council would serve as advisory to MDOT), structure (must be someone recommended to provide all administrative support).
 13. All the action items in the implementation plan will be included in the charter of the council. Action items will become objectives of the charter.
 14. Post critique of the meeting: 1 hour ahead of schedule, but members have work to do individually.
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Action Items

1. Mumtaz Usmen will email meeting members to confirm the March 25, 2004 meeting location and time once videoconferencing is organized.
 2. Mumtaz Usmen will send out a calendar of unavailable dates to meeting members to get a master calendar for MDOT.
 3. Gary Taylor will book April 16, 2004 for videoconferencing at the MDOT location for morning and tentatively reserve it for May 10, 2004.
 4. Mumtaz Usmen will email all example documents to Candice Andre and she will then email to team members (7 Keys to Building a Robust Research Program – NCHRP 280, Peer Review document).
 5. Mumtaz Usmen will find out the exact definition of “evaluation” in the team name.
 6. Attendees will review the emailed documents and come up with a list of 10 practices to implement in the charter and any other stakeholders that should be included as members of the council. Also include any other issues that may come to mind.
 7. Mumtaz Usmen will make a table of stakeholders and email to members.
 8. Gary Taylor will identify Summit participants and see if they fit in to any of the stakeholder categories.
 9. Mumtaz Usmen will find out the support function from MDOT in the future council and show the importance of having a person from MDOT Research attend the action team meetings.
 10. Gary Taylor will try to get document on research needs to everyone.
 11. Mumtaz Usmen will mesh the 10 bulleted ideas from reviewing the example documents from each attendee before the March 25th meeting. Each attendee will give him the information preferably by March 19, 2004.
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Proposed Agenda Topics For Next Meeting

1. Review of March 8, 2004 meeting.
2. Report on action items.
3. Discuss ways to receive more money for research from the State of Michigan.
4. Produce preliminary charter for Council.
5. Draft agenda for next meeting.

6. Post critique of the meeting.

**Next Meeting
Dates**

1. Thursday, March 25, 2004. Tentatively scheduled for the Aeronautics Building.
2. Friday, April 16, 2004 – may use videoconferencing. Tentatively scheduled for MDOT – downtown Lansing.
3. Monday, May 10, 2004 – may use videoconferencing. Tentatively scheduled for MDOT – downtown Lansing.